



## **COMMERCIAL GUIDLINES**

PO Box 7 Kiowa, CO 80117 303-621-3140 inspection line  
303-621-3172 information line

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The following is needed to submit for a New Commercial Building in Elbert County.

1. Planning and Zoning Sign off sheet with their signatures.
2. Environmental Health Department Signature. **\*\*\*See note below\*\*\***
3. Fire Department Approval
  - A. **One set of submitted plans must be stamped and signed by the appropriate fire department**
  - B. **Letter of requirements from the Fire Dept. must also be submitted**
4. Two sets of Blue Prints (MUST CONTAIN A-B & C)
  - A. Designed and stamped by a Colorado Licensed Architect.
  - B. **One set must be signed and stamped by the fire department.**
  - C. **One set must also have the approval of Environmental Health Dept. \*\*\***
5. Engineered Foundation design with original stamp.
6. Soils test submitted with original stamp.
7. Percolation test and Advanced Treatment System plan. Must have Environmental Health Departments' approval before submittal to the Building Department.

**Please note we will not take any incomplete applications, all of the above conditions must be completed/submitted with appropriate signatures.**

By signing below I certify and understand that by submitting the above information does not constitute immediate approval by the Building Department or any other County Department, other conditions may be required for the release of the Building Permit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Please note that a plan review will done by the Environmental Health Department, BEFORE submitting to the Building Department. \*\*\* For their requirements please contact Mary Sue Liss at 303-621-3145**